



**KENT COUNTY TABLE TENNIS
ASSOCIATION**
www.kctta.net

Hon: Secretary
Angie Bristow
41 William Street
Royal Tunbridge Wells
Kent
TN4 9RP

INCIDENT REPORTING FORM

KCTTA has Civil Liability Insurance which covers Legal Liability for damages and legal costs arising out of third party loss, injury or damage, in connection with the activities of KCTTA. Cover includes public liability, professional indemnity, liability for damage to leased and rented premises, member to member liability, indemnity to principals and liability arising out of goods sold or supplied, including refreshments.

Every incident must be reported in writing to both the Hon Treasurer and the Hon Secretary immediately after it happens. The Treasurer or in his absence the Secretary will then be responsible for reporting the incident to the Insurers without delay.

In no circumstances should liability be admitted or any agreement to pay for any damage caused be made. Any such action may result in the loss of insurance cover.

Incidents that are reportable are those that involve any of the following

- A fatal accident
- An injury involving either referral to or actual hospital treatment
- Any allegations of libel/slander
- Any allegations of Professional Negligence i.e. arising out of tuition, coaching or advice given
- Any investigation under any child protection legislation
- Any investigation involving damage to third party property

An injury is defined as

- Any head injury that requires medical treatment (Doctor or Hospital)
- Any fracture other than to fingers, thumbs or toes
- Any amputation, dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- Any injury resulting from electric shock or burn, leading to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

Responsibility for reporting incidents is as follows

County Matches - Team Captain
Tournaments - Tournament Organiser
Coaching Sessions - The person leading the session

Chairman:
Mark Romano
4 Ironstones
Langton Green
Tunbridge Wells
Kent
TN3 0YD

Vice Chairman:
Gary Howes
62 Meadow Road
Southborough
Kent
TN4 0HS
Tel 01892 531703

Hon: Treasurer
Les Etheridge
Steppe House
Howland Road
Marden
Tonbridge Kent
TN12 9HD

